



# **ACCOUNTS RECEIVABLE INVOICE PROCESSING**

## **Module 2**

### **Invoice Processing**



## MASTER DATA

- Master Data is information that is relatively fixed and remains the same over an extended period of time.
- Each customer has a master data record in AASIS.
- Customer master data is maintained by the Department of Finance and Administration (DFA).
- Users may submit requests to add new customers and/or make changes to existing customer master data.



## **DISPLAY CUSTOMER – FD03**



This transaction allows user to display customer master data.

The Customer Master Data Record contains information such as:

- customer account number
- customer name
- customer address








Display Customer: Initial Screen

Customer  6000000048 

Company code ARK State of Arkansas

1. Enter Customer account number or select possible entries icon for selection.

2. Press enter or click the green check.



Customer Edit Goto Extras Environment System Help

Display Customer: General data

General data Company code data Sales area data

Customer 600000048 Matt Dillon TEXARKANA

Address Control data Payment transactions

Preview

Name

Title

Name Matt Dillon

Search terms

Search term 1/2

Street address

Street/House number 75 Holster Street

FD03 sapqas OVR

View will default to General data.

To view mailing address, click.

Customer Edit Goto Extras Environment System Help

Display Customer: General data

General data Company code data Sales area data

Customer 600000048 Matt Dillon TEXARKANA

Address Control data Payment transactions

Preview

Name  
Title  
Name Matt Dillon

Search terms  
Search term 1/2

Street address  
Street/House number 75 Holster S

Address: Print preview

Formatted address

Matt Dillon  
75 Holster Street  
TEXARKANA AR 71854  
USA

Parameters

Review, press enter or click green check.

FD03 sapqas OVR



Customer Edit Goto Extras Environment System Help

**Display Customer: General data**

General data Company code data Sales area data

Customer: 600000048 Matt Dillon TEXARKANA

Address Control data Payment transactions

Preview

Name

Title

Name Matt Dillon

Search terms

Search term 1/2

Street address

Street/House number 75 Holster Street

FD03 sapqas OVR

To view additional data, click.

Customer Edit Goto Extras Environment System Help

SAP

**Display Customer: Company code data**

General data Company code data Sales area data

Customer: 600000048 Matt Dillon TEXARKANA  
Company code: ARK State of Arkansas

Account management Payment transactions Correspondence Insurance

Accounting information

Recon. account	1130001000	Sort key	202	Document Number
Head office		Preference ind.		
Authorization		Cash mgmt group		
Release group		Value adjustment		

Interest calculation

Interest indic.		Last key date	
Interest cycle	0	Last interest run	

Reference data

FD03 sapqas INS

You may navigate to the next screen by clicking the tab or the next/previous page icons.

Click.



Customer Edit Goto Extras Environment System Help

SAP

**Display Customer: Company code data**

General data Company code data Sales area data

Customer: 600000048 Matt Dillon TEXARKANA  
Company code: ARK State of Arkansas

Account management Payment transaction

**Dunning data**

Dunn.procedure	0008	Dunning block	<input type="checkbox"/>
Dunn.recipient		Leg.dunn.proc.	
Last dunned		Dunning level	0
Dunning clerk		Grouping key	

Dunning areas..

**Correspondence**

Acctg clerk		Bank statement	2
Acct at cust.		Coll. invoice variant	
Customer user		<input type="checkbox"/> Decentralized processing	
Act.clk tel.no.			

FD03 sapqas INS

Or click to exit.

To choose another customer, click.



# INVOICE PROCESSING

- Invoice processing allows the user to bill a customer for services rendered and to track the customer's account.
- Invoicing, receipting and depositing make up the entire process used to maintain and clear a customer account in AASIS.



# **CUSTOMER INVOICE ENTER – FB70**

This transaction is used to enter a customer invoice.

The following example is entering a customer invoice containing only one line item and no applicable sales tax.

Document Edit Goto Extras Settings Environment System Help

**Customer invoice Enter**

Tree on Park Hold... Simulate Change leading company code... Editing options

Transactn Invoice

Bal. 0.00

Basic data Payment Details Tax Notes

Customer 998061005 Sp.Off

Invoice date 03/06/2003

Posting date 03/06/2003

Reference

Cross-CC no.

Amount 150.00 USD ☐ Calculate

Tax amount

Text

Company code ARK State of Arkansas Little Rock

Items (No entry variant selected)

St...	G/L acct	Short text	D/C	Doc.currency amount	Cost center	Fund	Assignment no.	Text
			Cred...					
			Cred...					

FB70 sapqas OVR

Enter Customer account number, invoice date\*, and amount of invoice. Posting date will default to today's date. Press enter or click the Details tab.

Document Edit Goto Extras Settings Environment System Help

**Customer invoice Enter**

Tree on Park Hold... Simulate Change leading company code... Editing options

Transactn Invoice

Basic data Payment Details Tax Notes

Assign. G/L account 1140001000

HeadText

Bus. area 0610 } Tr.part.BA

Ref.key 1 CreditArea

Ref.key 2

RefKey 3

Plg level Plan. day

Dunn.area

Customer

Address

Dept. of Computer Systems

6th Street

LITTLE ROCK 72201

USA

Ols

Items (No entry variant selected)

St...	G/L acct	Short text	D/C	Doc.currency amount	Cost center	Fund	Assignment no.	Text
			Cred...					
			Cred...					

Account assignment not completed for all required fields (BA)

FB70 sapqas OVR

Details tab and Customer data will be displayed - enter your Bus. area then select the Payment tab.

Document Edit Goto Extras Settings Environment System Help

**Customer invoice Enter**

Tree on Park Hold... Simulate Change leading company code... Editing options

Transactn Invoice

Basic data Payment Details Tax Notes

Bline date 03/06/2003 Pmnt terms NT30 30 Days  
Discount Days  
Disc.base Days net  
Amt to be calculated  
Pmnt meth. Pmnt meth.sup. Pmnt block Free for payment  
Inv.ref.  
Part. bank House bank  
Payment ref.  
Reason cde

Customer  
Address  
Dept. of Computer Systems  
6th Street  
LITTLE ROCK 72201  
USA  
Ols  
Bank acct

Bal. 150.00

Enter Reason cde or click the possible entries icon to select a Reason code.

Items (No entry variant selected)

St...	G/L acct	Short text	D/C	Doc. currency amount	Cost center	Fund	Assignment no.	Text
			Cred...					
			Cred...					

FB70 sapqas OVR

Document Edit Goto Extras Settings Environment System Help

Customer invoice Enter

Tree on Park Hold... Simulate Change leading company code... Editing options

Transactn Invoice

Bal. 150.00

Basic data Payment Details Tax Notes

Bline date 03/06/2003

Discount

Disc.base

Amt to be calculated

Pmnt meth. Pmnt meth.sup.

Inv.ref.

Part. bank

Reason cde

Reason Code for Payments (1) 103 Entries found

Restrictions

Company code: ARK

RCd	Short text
001	Accounts Receivable
002	Copies
003	Lease Agreements
004	Miscellaneous
005	Rent
006	Salary Overpayments
007	Vendor Overpayments
008	M & R Sales
055	Pmnt on acct

103 Entries found

Items (No entry variant selected)

St...	G/L acct	Short text	D/C

Highlight and double click selection.

FB70 sapqas OVR

Document Edit Goto Extras Settings Environment System Help

Customer invoice Enter

Tree on Park Hold... Simulate Change leading company code... Editing options

Transactn Invoice

Basic data Payment Details Tax Notes

Bline date 03/06/2003 Pmnt terms NT30 30 Days  
Discount Days  
Disc.base Days net  
Amt to be calculated  
Pmnt meth. Pmnt meth.sup. Pmnt block Free for payment  
Inv.ref.  
Part. bank House bank  
Payment ref.  
Reason cde 001

Customer  
Address  
Dept. of Computer Systems  
6th Street  
LITTLE ROCK 72201  
USA

Bal. 150.00

Enter G/L acct, Doc. currency amount, Cost center, and WBS element or internal order, if applicable. Press enter.

Items (No entry variant selected)

St...	G/L acct	Short text	D/C	Doc.currency amount	Cost center	Fund	Assignment no.	Text
	4047099000		Cred...	150	383211			
			Cred...					

FB70 sapqas OVR



Document Edit Goto Extras Settings Environment System Help

**Customer invoice Enter**

Tree on Park Hold... Simulate Change leading company code... Editing options

Bline date 03/06/2003 Pmnt terms NT30 30 Days  
 Discount Days  
 Disc.base Days net  
 Amt to be calculated  
 Pmnt meth. Pmnt meth.sup. Pmnt block Free for payment  
 Inv.ref.  
 Part. bank House bank  
 Payment ref.  
 Reason cde 001

Customer

Address

Dept. of Computer Systems  
6th Street  
LITTLE ROCK 72201  
USA

Ols  
Bank acct

Items (No entry variant selected)

St...	G/L acct	Short text	D/C	Doc.currency amount	Cost center	Fund	Assignment no.	Text
✓	4047099000	Misc Reven...	Cred...	150.00	383211	HSC6101		
			Cred...					
			Cred...					
			Cred...					

FB70 sapqas OVR

Scroll right to verify Fund, Business area, Funds center, commitment item and functional area which will default from the cost center.

Document Edit Goto Extras Settings Environment System Help

**Customer invoice Enter**

Tree on Park Hold... Simulate Change leading company code... Editing options

Bline date 03/06/2003 Pmnt terms NT30 30 Days  
Discount Days  
Disc.base Days net

Amt to be calculated  
Pmnt meth. Pmnt meth.sup. Pmnt block Free for payment  
Inv.ref.  
Part. bank House bank  
Payment ref.

Reason cde 001

Address  
Dept. of Computer Systems  
6th Street  
LITTLE ROCK 72201  
USA

Ols

Double-click anywhere on the G/L line to enter text to be printed on invoice.

Items (No entry variant selected)

St...	G/L acct	Short text	D/C	Doc.currency amount	Bu...	Order	WBS element	FM ...	Fun
✓	4047099000	Misc Reven...	Cred...	150.00	0610				279
			Cred...						
			Cred...						
			Cred...						

FB70 sapqas OVR



Document Goto Extras System Help

**Correct G/L account item**

More data

G/L account 4047099000 Miscellaneous Revenue  
Company code ARK State of Arkansas

Item 2 / Credit entry / 50

Amount 50.00 USD

☐ Calculate tax  
☐ W/o cash disc.

Cost center 383211 Business area 0610  
Fund HSC6101 Order  
WBS element TP Fund

Trading part.BA  
Assignment  
Text

More  
Long text

Click.

FB70 sapqas OVR



Document Goto Extras System Help

**Correct G/L account item**

More data

G/L account 4047099000 Miscellaneous Revenue  
Company code ARK State of Arkansas

Long Text for Document Line Item

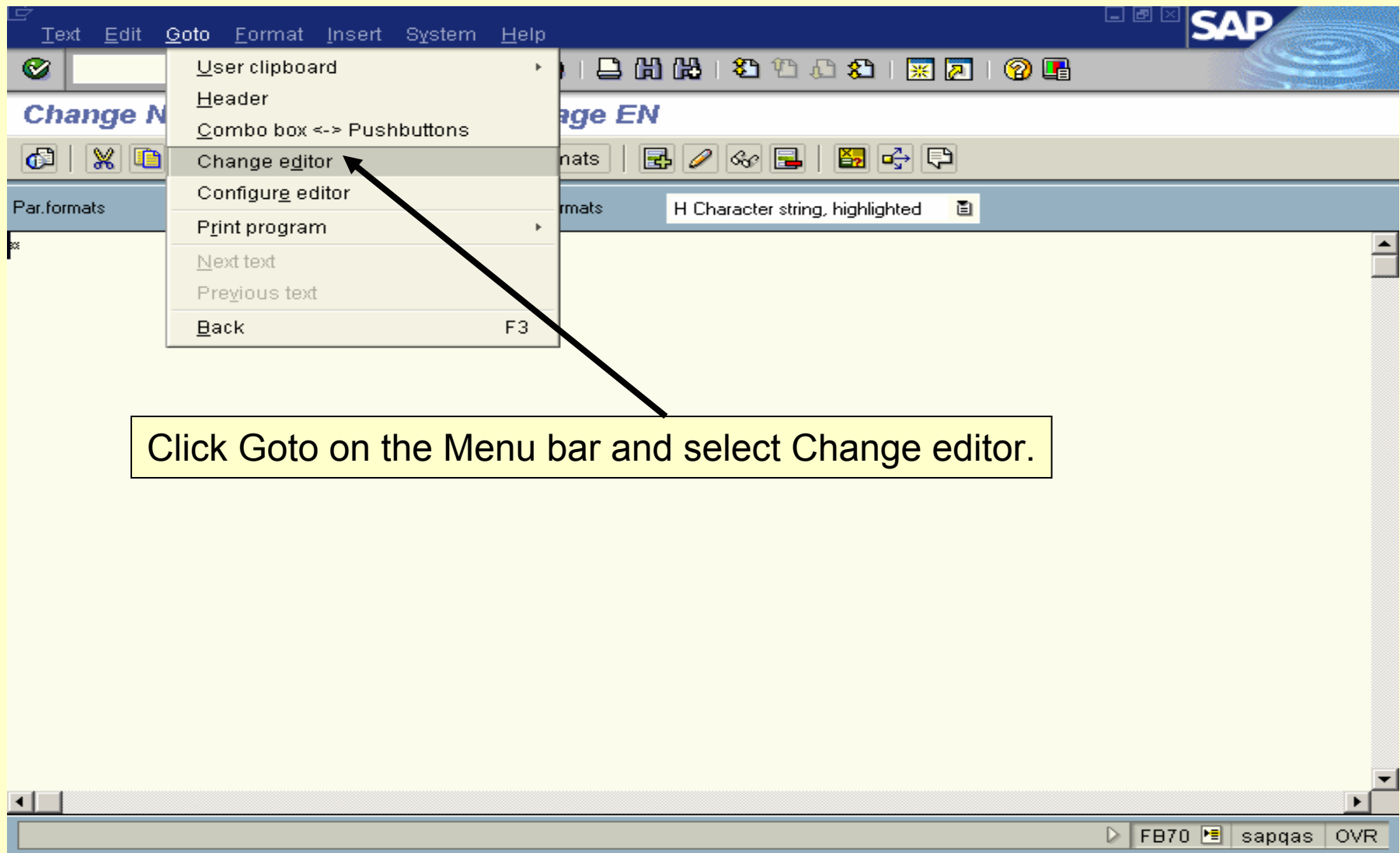
EN Notes

Click.

Assignment  
Text

Long text

FB70 sapqas OVR





Text Edit Goto Format Insert System Help

Change Notes: ARK 2003002 Language EN

Insert Line Format Page

.....1.....2.....3.....4.....5.....6.....7..

\* This is an example for entering a customer invoice for  
\* classroom instruction. Please note that AASIS does  
\* not word wrap; therefore, do not go past 5.....+ when  
\* entering text here. You must also press enter  
\* before you get to 5.....+ to go to the next line.

Type in text you wish to appear on the invoice –  
read text above.

**DO NOT TYPE PAST THE 5.....+ MARK.  
TEXT WILL NOT WRAP.**

----- SYSTEM ----- Lines 1 - 5 / 5 -----

FB70 sapqas INS

Continue to click to return to original screen.

Document Edit Goto Extras Settings Environment System Help

Customer invoice Enter

Tree on Park Hold... Simulate Change leading company code... Editing options

Transactn Invoice

Basic data Payment

Bline date 03/06/2003 Pmnt terms NT30 30 Days  
Discount Days  
Disc.base Days net

Amt to be calculated  
Pmnt meth. Pmnt meth.sup. Pmnt block Free for payment  
Inv.ref.  
Part. bank House bank  
Payment ref.  
Reason cde 001

Customer  
Address  
Dept. of Computer Systems  
6th Street  
LITTLE ROCK 72201  
USA

Ols  
Bank acct  
Not available

Items (No entry variant selected)

St...	G/L acct	Short text	D/C	Doc.currency amount	Bu...	Order	WBS element	FM ...	Fun
✓	4047099000	Disc Reven...	Cred...	150.00	0610				279
			Cred...						

FB70 sapqas INS

Bal. 0.00

Click to view before posting.

Bal. is zero.

Document overview Edit Goto Settings System Help

Document Overview

Reset Taxes Park Complete Click to post. Save

Doc.type : DR ( Customer invoice ) Normal document

Doc. number	Company code	ARK	Fiscal year	2003
Doc. date 03/06/2003	Posting date	03/06/2003	Period	09
Doc. currency	USD			

Item	PK	Account	Account short text	BA	Fund	Amount	Cost ctr	Text
1	01	998061005	Dept. of Computer S	0610		150.00		Agency Accounts Receivable
2	50	4047099000	Misc Revenue	0610	HSC6101	150.00-	383211	

FB70 sapqas INS



Document Edit Goto Extras Settings Environment System Help

Customer invoice Enter

Tree on Park Hold... Simulate Change leading company code... Editing options

Transactn Invoice

Bal. 0.00

Basic data Payment Details Tax Notes

Customer Sp.G/L

Invoice date

Posting date 03/06/2003

Reference

Cross-CC no.

Amount USD

Tax amount

Text

Company code ARK State of Arkansas Little Rock

Items (No entry variant selected)

St...	G/L acct	Short text	D/C	Doc.currency amount	Cost center	Fund	Assignment no.	Text
			Cred...					
			Cred...					

Document 18001131 was posted in company code ARK

FB70 sapqas INS

Document is posted. Another invoice may be entered or click cancel to leave transaction.



# **CUSTOMER INVOICE ENTER – FB70**

**This transaction is used to enter a customer invoice.**

**The following example is entering a customer invoice containing one line item and applicable sales tax.**

Document Edit Goto Extras Settings Environment System Help

Customer invoice Enter

Tree on Park Hold... Simulate Change leading company code... Editing options

Transactn Invoice

Basic data Payment Details Tax Notes

Customer [ ] Sp.G/L [ ]

Invoice date [ ]

Posting date 03/17/2003

Reference [ ]

Cross-CC no. [ ]

Amount [ ] USD ☐ Calculate tax

Tax amount [ ]

Text [ ]

Company code ARK State of Arkansas Little Rock

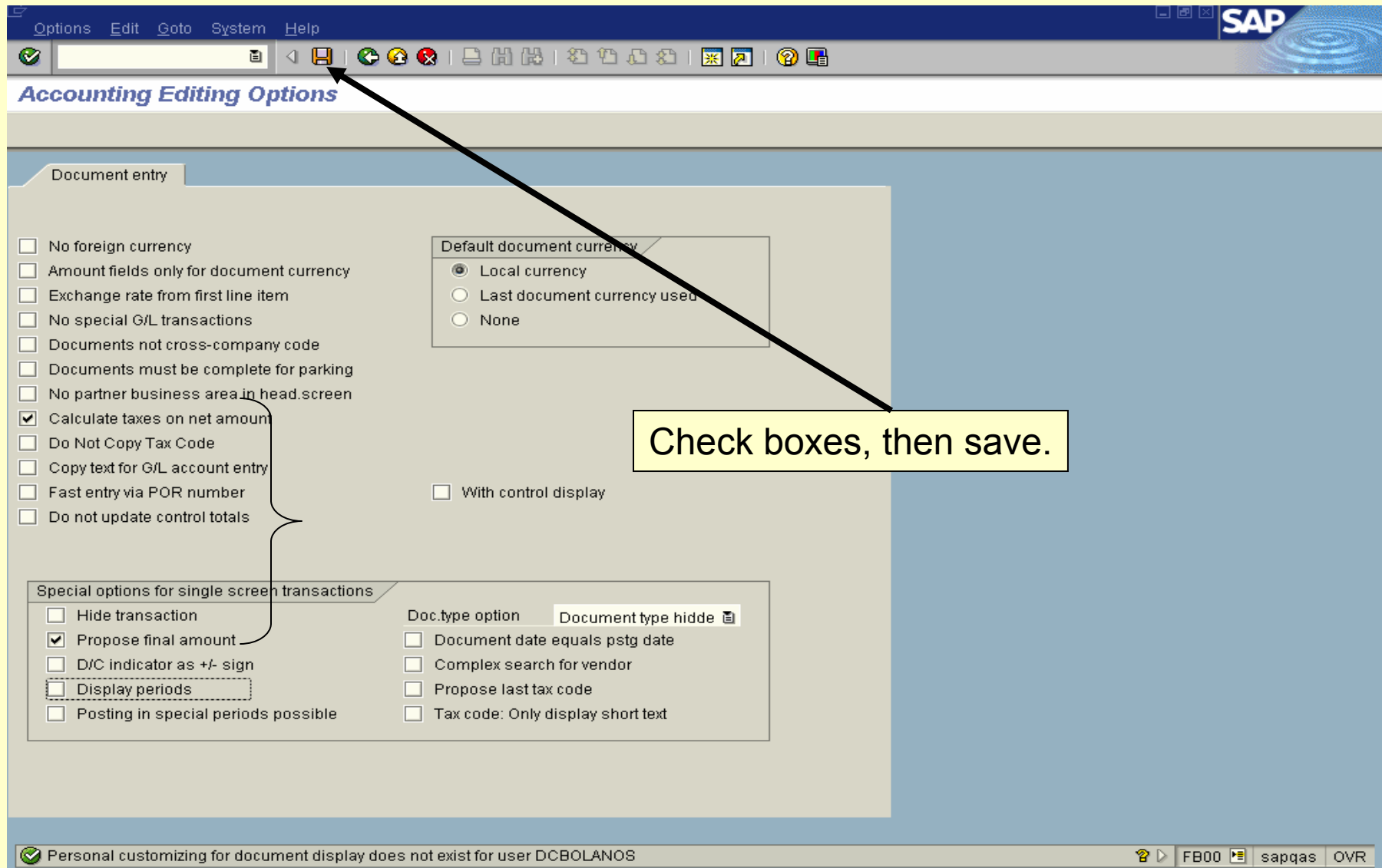
Bal. 0.00

Select.

Items (No entry variant selected)

St...	G/L acct	Short text	D/C	Doc.currency amount	Cost center	Fund	Assignment no.	Text
			Cred...					
			Cred...					

FB70 sapqas OVR



**Accounting Editing Options**

Document entry

- ☐ No foreign currency
- ☐ Amount fields only for document currency
- ☐ Exchange rate from first line item
- ☐ No special G/L transactions
- ☐ Documents not cross-company code
- ☐ Documents must be complete for parking
- ☐ No partner business area in head.screen
- ☒ Calculate taxes on net amount
- ☐ Do Not Copy Tax Code
- ☐ Copy text for G/L account entry
- ☐ Fast entry via POR number
- ☐ Do not update control totals

Default document currency

- ☒ Local currency
- ☐ Last document currency used
- ☐ None

☐ With control display

Special options for single screen transactions

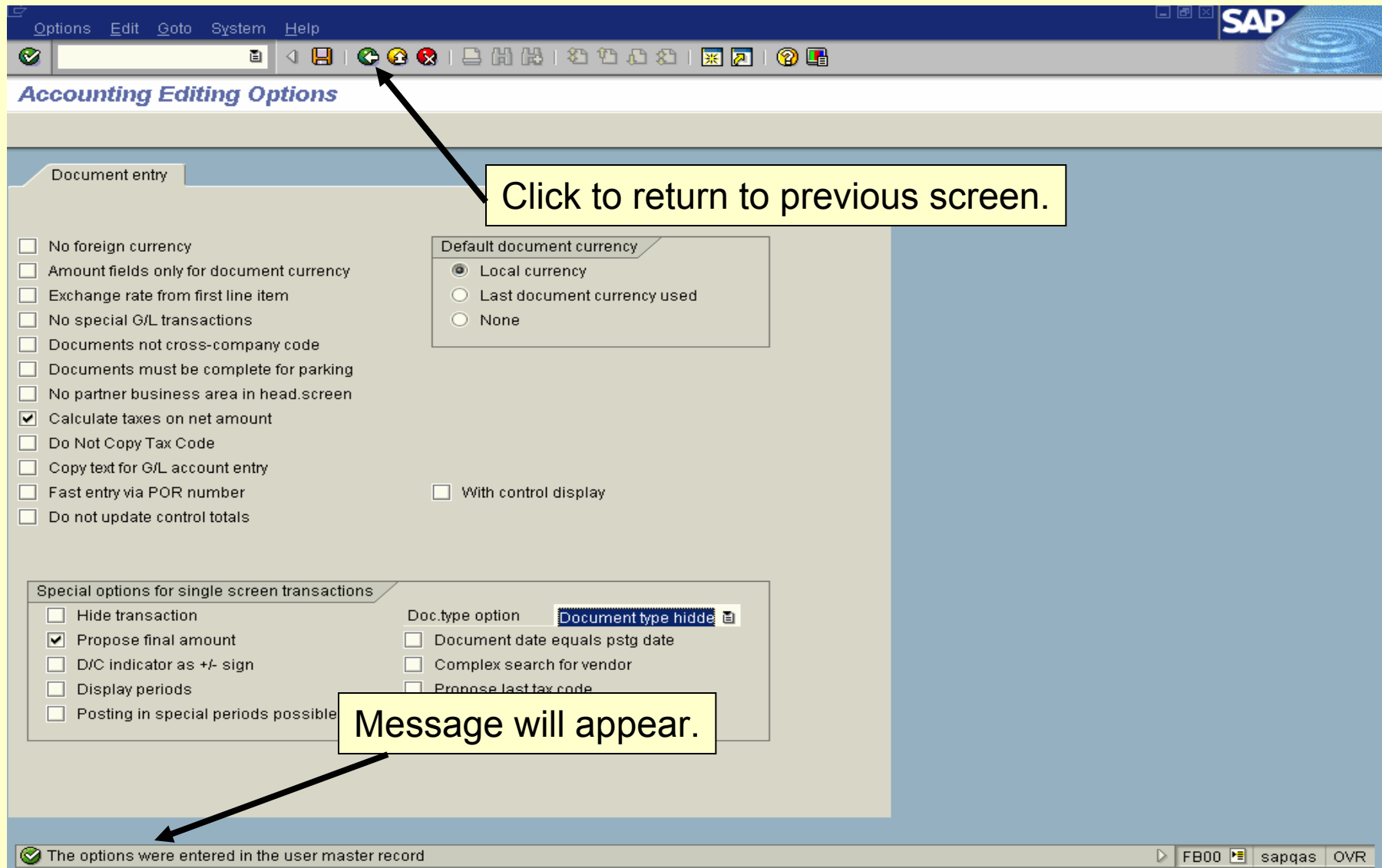
- ☐ Hide transaction
- ☒ Propose final amount
- ☐ D/C indicator as +/- sign
- ☐ Display periods
- ☐ Posting in special periods possible

Doc.type option    Document type hidde

- ☐ Document date equals pstg date
- ☐ Complex search for vendor
- ☐ Propose last tax code
- ☐ Tax code: Only display short text

Personal customizing for document display does not exist for user DCBOLANOS

FB00    sapqas    OVR



The screenshot shows the SAP 'Accounting Editing Options' screen. The 'Document entry' tab is active. A yellow callout box with the text 'Click to return to previous screen.' has an arrow pointing to the left-pointing arrow icon in the SAP toolbar. Another yellow callout box with the text 'Message will appear.' has an arrow pointing to the status bar at the bottom, which displays 'The options were entered in the user master record'.

**Accounting Editing Options**

Document entry

- ☐ No foreign currency
- ☐ Amount fields only for document currency
- ☐ Exchange rate from first line item
- ☐ No special G/L transactions
- ☐ Documents not cross-company code
- ☐ Documents must be complete for parking
- ☐ No partner business area in head.screen
- ☒ Calculate taxes on net amount
- ☐ Do Not Copy Tax Code
- ☐ Copy text for G/L account entry
- ☐ Fast entry via POR number
- ☐ Do not update control totals

Default document currency

- ☒ Local currency
- ☐ Last document currency used
- ☐ None

☐ With control display

Special options for single screen transactions

- ☐ Hide transaction
- ☒ Propose final amount
- ☐ D/C indicator as +/- sign
- ☐ Display periods
- ☐ Posting in special periods possible

Doc.type option: **Document type hidden**

- ☐ Document date equals pstg date
- ☐ Complex search for vendor
- ☐ Propose last tax code

The options were entered in the user master record

FB00 sapqas OVR

Document Edit Goto Extras Settings Environment System Help

Customer invoice Enter

Tree on Park Hold... Simulate Change leading company code... Editing options

Transactn Invoice

Bal. 0.00

Basic data Payment Details Tax Notes

Customer 600000056 Sp.G/L

Invoice date 03/17/2003

Posting date 03/17/2003

Reference

Cross-CC no.

Amount USD

Tax amount

Text

Company code ARK State of Arkansas Little Rock

Enter customer number and invoice date,  
press enter or click Details tab.  
DO NOT ENTER AMOUNT.

Items (No entry variant selected)

St...	G/L acct	Short text	D/C	Doc.currency amount	Cost center	Fund	Assignment no.	Text
			Cred...					
			Cred...					

FB70 sapqas OVR

Document Edit Goto Extras Settings Environment System Help

Customer invoice Enter

Tree on Park Hold... Simulate Change leading company code... Editing options

Transactn Invoice

Basic data Payment Details Tax Notes

Assign. G/L account 1130001000

HeadText

Bus. area 0610

Ref.key 1

Ref.key 2

RefKey 3

Plg level

Dunn.area Default dunnin Dunn.key Dunn.block

Customer

Address

Anything Goes Restaurant

2222 Mardi Gras Street

LITTLE ROCK AR 72202

SA

501 664-5268

Ols

Bank acct

Not available

Enter Bus. area. then select Payment tab.

Items (No entry variant selected)

St...	G/L acct	Short text	D/C	Doc.currency amount	Cost center	Fund	Assignment no.	Text
			Cred...					
			Cred...					

FB70 sapqas OVR

Document Edit Goto Extras Settings Environment System Help

**Customer invoice Enter**

Tree on Park Hold... Simulate Change leading company code... Editing options

Bal. 100.00-

Basic data Payment Details Tax Notes

Blind date 03/17/2003 Pmnt terms NT30 30 Days  
Discount Days  
Disc.base Days net

Amt to be calculated

Pmnt meth. Pmnt meth.sup. Pmnt block Free for payment  
Inv.ref.  
Part. bank House bank  
Payment ref.

Reason cde 001

**Enter Reason cde.**

Customer

Address  
Anything Goes Restaurant  
2222 Mardi Gras Street  
LITTLE ROCK AR 72202  
USA  
501 664-5268

Ols  
Bank acct  
Not available

Items (No entry variant selected)

St...	G/L acct	Short text	D/C	Doc.currency amount	Cost center	Fund	Assignment no.	Text
✓	4048005000	Equipment ...	Cred...	100.00	383211	C6101		
			Cred...					

**Enter G/L acct, amount, and cost center.**

FB70 sapqas OVR



Document Edit Goto Extras Settings Environment System Help

Customer invoice Enter

Tree on Park Hold... Simulate Change leading company code... Editing options

Transactn Invoice

Basic data Payment Details Tax Notes

Bline date 03/17/2003 Pmnt terms NT30 30 Days Days net

Discount Disc.base

Amt to be calculated

Pmnt meth. Pmnt meth.sup. Pmnt block Free for payment

Inv.ref. House bank

Part. bank Payment ref.

Reason cde 001

Customer Address

Anything Goes Restaurant  
2222 Mardi Gras Street  
LITTLE ROCK AR 72202  
USA  
501 664-5268

Ols

Bank acct  
Not available

Items (No entry variant selected)

St...	G/L acct	Short text	D/C	Doc.currency amount	Loc.curr.amount	Tax code	Tax jurisdictn code	Co...	Bu...
✓	4048005000	Equipment ...	Cred...	100.00	100.00	S1	0411903201	ARK	0610
			Cred...		0.00			ARK	

1. Scroll right to enter Tax code, press enter.

2. Select.

FB70 sapqas OVR

Document Edit Goto Extras Settings Environment System Help

**Customer invoice Enter**

Tree on Hold... Change leading company code... Editing options

Transactn Invoice

Basic data Payment Details Tax Notes

Click.

Calculate tax ☐

Net proposal

Delete line

Customer

Address

Anything Goes Restaurant  
2222 Mardi Gras Street  
LITTLE ROCK AR 72202  
USA  
501 664-5268

Ols

Bank acct  
Not available

Bal. 100.00-

Tax total 0.00 USD

Items (No entry variant selected)

St...	G/L acct	Short text	D/C	Doc.currency amount	Cost center	Fund	Assignment no.	Text
✓	4048005000	Equipment ...	Cred...	100.00	383211	HSC6101		
			Cred...					

FB70 sapqas OVR

Document Edit Goto Extras Settings Environment System Help

**Customer invoice Enter**

Tree on Hold... Change leading company code... Editing options

Transactn Invoice

Click.

Basic data Payment Details Tax Notes

Tax doc.c...	Tax code	Jurisdic. co...
6.63	S1 (Accounts...	0411903201

Calculate tax ☐

Net proposal

Delete line

Delete line

Customer

Address

Anything Goes Restaurant  
2222 Mardi Gras Street  
LITTLE ROCK AR 72202  
USA  
501 664-5268

Ois

Bank acct  
Not available

Bal. 93.37-

Tax total 6.63 USD

The calculated tax will be displayed.

Items (No entry variant selected)

St...	G/L acct	Short text	D/C	Doc.currency amount	Cost center	Fund	Assignment no.	Text
✓	4048005000	Equipment ...	Cred...	100.00	383211	HSC6101		

FB70 sapqas OVR

Document Edit Goto Extras Settings Environment System Help

**Customer invoice Enter**

Tree on Park Hold... **Simulate** Change leading company code... Editing options

Transactn Invoice

Basic data Payment Details Tax Notes

Customer 000000056 Sp.G/L

Invoice date 03/17/2003

Posting date 03/17/2003

Reference

Cross-CC no.

Amount 106.63 USD ☐ Calculate tax

Paymt terms 30 Days net

Baseline date 03/17/2003

Company code ARK State of Arkansas Little Rock

Bal. 0.00

Address  
Anything Goes Resta  
2222 Mardi Gras Street  
LITTLE ROCK AR 72202  
USA  
501 664-5268

Ols

Bank acct  
Not available

The gross amount of the invoice (including tax) will be displayed.

Items (No entry variant selected)

St...	G/L acct	Short text	D/C	Doc.currency amount	Cost center	Fund	Assignment no.	Text
✓	4048005000	Equipment ...	Cred...	100.00	383211	HSC6101		
			Cred...					

FB70 sapqas OVR

Document overview Edit Goto Settings System Help

Document Overview

Reset Taxes Park Complete Choose Save

Doc.type : DR ( Customer invoice ) Normal document

Doc. number      Company code      ARK      Fiscal year      2003

Doc. date      03/17/2003      Posting date      03/17/2003      Period      09

Doc. currency      USD

Itm	PK	Account	Account short text	BA	Fond	Amount	Cost ctr	Text
1	01	6000000056	Anything Goes Resta	0610		106.63		Agency Accounts Receivable
2	50	4048005000	Equipment Rent	0610	HSC6101	100.00-	383211	
3	50	2120002000	Sales Tax AP			5.13-		
4	50	2120002000	Sales Tax AP			1.00-		
5	50	2120002000	Sales Tax AP			0.50-		

Review then post.

FB70 sapqas OVR

Document Edit Goto Extras Settings Environment System Help

Customer invoice Enter

Tree on Park Hold... Simulate Change leading company code... Editing options

Transactn Invoice

Basic data Payment Details Tax Notes

Customer 600000056 Sp.G/L ☐

Invoice date 03/17/2003

Posting date 03/17/2003

Reference

Cross-CC no.

Amount 106.63 USD ☐ Calculate tax

Paymt terms 30 Days net

Baseline date 03/17/2003

Company code ARK State of Arkansas Little Rock

Customer

Address

Anything Goes Restaurant  
2222 Mardi Gras Street  
LITTLE ROCK AR 72202  
USA  
501 664-5268

Ols

Bank acct  
Not available

Items (No entry variant selected)

St...	GL acct	Short text	D/C	Doc.currency amount	Cost center	Fund	Assignment no.	Text
✓	4048005000	Equipment ...	Cred...	100.00	383211	HSC6101		
			Cred...					

! No uniform due date

FB70 sapqas OVR

Message will appear, press enter.

Document Edit Goto Extras Settings Environment System Help

SAP

### Customer invoice Enter

Tree on Park Hold... Simulate Change leading company code... Editing options

Transactn Invoice

Bal. 0.00

Basic data Payment Details Tax Notes

Customer Sp.G/L

Invoice date

Posting date 03/17/2003

Reference

Cross-CC no.

Amount USD ☐ Calculate tax

Tax amount

Text

Company code ARK State of Arkansas Little Rock

Posting will occur with document assignment.

Items (No entry variant selected)

St...	G/L acct	Short text	D/C	Doc.currency amount	Cost center	Fund	Assignment no.	Text
			Cred...					
			Cred...					

Document 18001132 was posted in company code ARK

FB70 sapqas OVR



# PROCESSES FOR REDUCING DATA ENTRY

There are functions within transaction FB70 that reduce data entry:

Entering a customer invoice with a reference  
and

Creating an account assignment template





# **CUSTOMER INVOICE ENTER – FB70**

The following example is entering a customer invoice with a reference.

Document Edit **Goto** Extras Settings Environment System Help

Post with reference Shift+F9  
Back F3

Customer invoice Entry

Tree on Park Hold... Simulate Change leading company code... Editing options

Transactn Invoice Bal. 0.00

Basic data Payment Details Tax Notes

Customer Sp.G/L

Invoice date

Posting date 03/17/2003

Reference

Cross-CC no.

Amount USD ☐ Calculate tax

Tax amount

Text

Company code ARK State of Arkansas Little Rock

Items (No entry variant selected)

St...	G/L acct	Short text	D/C	Doc.currency amount	Cost center	Fund	Assignment no.	Text
			Cred...					
			Cred...					
			Cred...					

FB70 sapgas OVR

From the Menu bar, click Goto and select Post with reference.

Document Edit Goto Extras Settings Environment System Help

Post Document: Header Data

Reference	
Document number	18001131
Company code	ARK
Fiscal year	2003

Flow control

- ☐ Generate reverse posting
- ☐ Enter G/L account items
- ☐ Do not propose amounts
- ☐ Recalculate days and percentages
- ☐ Display line items
- ☐ Copy texts
- ☐ Transfer functional area

Type in the referenced document number, press enter.

FBR2 sapqas OVR

**Post Document: Header Data**

Document date	03/06/2003	Type	DR	Company code	ARK
Posting date	03/06/2003	Period	9	Currency/rate	USD
Document number		Translation dte		Cross-CC no.	
Reference					
Doc.header text					
Trading part.BA					

At this point you can make any necessary changes to the referenced document. We are going to change the customer number and amount in this document.


First line item	
PstKy	01
Account	998061005
Sp.G/L	
Trans.type	

FBR2 sapqas OVR

**Post Document: Header Data**

Posting date	03/06/2003	Period	9	Currency/rate	USD
Document number				Translation dte	
Reference				Cross-CC no.	
Doc.header text					
Trading part.BA					

Enter new customer number in the Account field or select from possible entries icon to select. Press enter or click the green check.

First line item					
PstKy	01	Account	6000000008		G/L
				Trans.type	

FBR2 sapqas OVR

Document Edit Goto Extras Settings Environment System Help

Post Document: Display Overview

Display currency Park document Act assignmt model... G/L item fast entry Taxes

Document date	03/06/2003	Type	DR	Company code	ARK
Posting date	03/06/2003	Period	9	Currency	USD
Document number	INTERNAL	Fiscal year	2003	Translation dte	03/06/2003
Reference		Cross-CC no.			
Doc.header text		Trading part.BA			

Items in document currency

PK	BusA	Acct	USD	Amount	Tax amnt
001	01	0610 06000000008 Serendipity Amuseme		150.00	
002	50	0610 4047099000 Misc Revenue		150.00-	

D 150.00 C 150.00 0.00 \* 2 Line items

Other line item

PstKy | Count Sp.G/L Trans.type New co.code

FBR2 sapqas OVR

Double click on the first line item.

Document Edit Goto Extras Settings Environment System Help

**Post Document: Correct Customer item**

More data Act assignmt model... G/L item fast entry Tax amounts

Customer 600000008 Serendipity Amusement Park G/L acc 1130001000  
 Company code ARK 8866 Elation Avenue  
 State of Arkansas LITTLE ROCK

Item 1 / Invoice / 01

Amount 100.00 USD

Bus. area 0610 Tax code  
 Payt terms NT30 Dunning area  
 Bline date 03/06/2003 Days/percent 30 / /  
 Disc. base 100.00 Disc. amount  
 Pmnt block Invoice ref. / /  
 Payment ref. Pmnt method Pmnt meth.supl.  
 Assignment 18001131  
 Text Rent Long text

Next line item

PstKy Account Sp.Ovr New CO code

FBR2 sapqas OVR

Update the line item information, e.g., change amount and Disc. Base.

**ALWAYS** remove previous Assignment number.

Document Edit Goto Extras Settings Environment System Help

Post Document: Correct Customer item

More data Act assignmt model... G/L item fast entry Tax amounts

Customer 6000000008 Serendipity Amusement Park G/L acc 1130001000  
 Company code ARK 8866 Elation Avenue  
 State of Arkansas LITTLE ROCK

Item 1 / Invoice / 01

Amount 100.00 USD

Bus. area 0610  
 Payt terms NT30  
 Bline date 03/06/2003  
 Disc. base 100.00  
 Pmnt block  
 Payment ref.  
 Assignment  
 Text Rent

Disc. amount  
 Invoice ref. / /  
 Pmnt method Pmnt meth.supl.

Long text

Next line item

PstKy Account Sp.G/L New co.code

FBR2 sapqas OVR

After change is made, click document overview.



Document Edit Goto Extras Settings Environment System Help

Post Document: Display Overview

Display currency Park document Act assignmt model... G/L item fast entry Taxes

Document date	03/06/2003	Type	DR	Company code	ARK
Posting date	03/06/2003	Period	9	Currency	USD
Document number	INTERNAL	Fiscal year	2003	Translation dte	03/06/2003
Reference				Cross-CC no.	
Doc.header text				Trading part.BA	

Items in document currency

PK	BusA	Acct	USD	Amount	Tax amnt
001	01	0610 06000000008	Serendipity Amuseme	100.00	
002	50	0610 4047099000	Misc Revenue	150.00-	

D 100.00 C 150.00 50.00- \* 2 Line items

Other line item

PstKy	Account	Sp.G/L	Trans.type	New co.code
-------	---------	--------	------------	-------------

FBR2 sapqas OVR

Double click second line item.

Document Edit Goto Extras Settings Environment System Help

Post Document: Correct G/L account item

More data Act assignmt model... G/L item fast entry Tax amounts

G/L account 4047099000 Miscellaneous Revenue  
Company code ARK State of Arkansas

Item 2 / Credit entry / 50

Amount 150.00 USD

Calculate tax  
W/o cash disc.

Cost center 383211 Business area 0610  
Fund HSC6101 Order  
WBS element TP Fund

Trading part.BA  
Assignment 20030306  
Text

More  
Long text

Next line item

PstKy Account Sp.G/L New co.code

FBR2 sapqas OVR

Change amount.

Document Edit Goto Extras Settings Environment System Help

**Post Document: Correct G/L account item**

More data Act assignmt model... G/L item fast entry Tax amounts

G/L account 4047099000 Miscellaneous Revenue  
Company code ARK State of Arkansas

Item 2 / Credit entry / 50

Amount 100.00 USD

☐ Calculate tax  
☐ W/o cash disc.

Cost center 383211 Business area 0610  
Fund HSC6101 Order  
WBS element TP Fund

Trading part.BA  
Assignment 20030306  
Text

More Long text

Next line item

PstKy Account Sp.G/L New co.code

FBR2 sapqas OVR

After change is made, click document overview.

Document Edit Goto Extras Settings Environment System Help

Post Document: Display Overview

Display currency Park document Act assignmt model... G/L item fast entry Taxes

Document date	03/06/2003	Type	DR	Company code	ARK
Posting date	03/06/2003	Period	9	Currency	USD
Document number	INTERNAL	Fiscal year	2003	Translation dte	03/06/2003
Reference		Cross-CC no.			
Doc.header text		Trading part.BA			

Items in document currency

PK	BusA	Acct	USD	Amount	Tax amnt
001	01	0610 06000000008 Serendipity Amuseme		100.00	
002	50	0610 4047099000 Misc Revenue		100.00-	

D 100.00 C 100.00 0.00 \* 2 Line items

Other line item

PstKy  count  Sp.G/L  Trans.type  New co.code

FBR2 sapqas OVR

When document is in balance, click to post.

**Post Document: Display Overview**

Display currency | Park document | Act assignmt model... | G/L item fast entry | Taxes

Document date	03/06/2003	Type	DR	Company code	ARK
Posting date	03/06/2003	Period	9	Currency	USD
Document number	INTERNAL	Fiscal year	2003	Translation dte	03/06/2003
Reference				Cross-CC no.	
Doc.header text				Trading part.BA	

Items in document currency

PK	BusA	Acct	USD	Amount	Tax amnt
001	01	0610 06000000008 Serendipity Amuseme		100.00	
002	50	0610 4047099000 Misc Revenue		100.00-	

D 100.00

Other line item

PstKy

Information

Document 18001133 was posted in company code ARK

Message will appear with document number indicating document posted. Press enter or click the green check.

FBR2 | sapqas | OVR



# CUSTOMER INVOICE ENTER – FB70

The following example is **creating** an account assignment template.

Document Edit Goto Extras Settings Environment System Help

**Customer invoice Enter**

Tree on Park Hold... Simulate Change leading company code... Editing options

Transactn Invoice

Click.

Basic data Payment Details Tax Notes

Customer 998061005 Sp.G/L

Invoice date 04/02/2003

Posting date 04/02/2003

Reference

Cross-CC no.

Amount 25.00 USD ☐ Calculate tax

Tax amount

Paymt terms 30 Days net

Baseline date 04/02/2003

Company code ARK State of Arkansas Little Rock

Customer

Address

Dept of Computer Systems

1

Ois

Bank acct

Not available

Items (No entry variant selected)

St...	G/L acct	Short text	D/C	Doc.currency amount	Cost center	Fund	Assignment no.	Text
✓	4047099000	Misc Revenue	Cred...	25.00	383210	HSC6101		
			Cred...					

FB70 sapqas INS

Complete steps as usual for completing invoice.

Document Edit Goto Extras Settings Environment System Help

Customer invoice Enter

Tree off Park Hold... Simulate Change leading company code... Editing options

Tree

- Screen variants
  - RE contracts 05
  - RE objects 05
  - RE settlement 05
  - Standard 1 05
  - Standard 2 05
  - Standard 3 05
  - Standard 4 06
- Acct assignment templates
  - 231JLDTRAI 07
  - 231TEMPJLD 07
  - DHSMAGSUB 07
  - EDSUPPJLD 05
  - IATJLD 07
  - RENT 04
  - SLEEPY 01
  - SRCHPIGTRL 07
  - TRAINISTR 07
- Held documents

Transactn Invoice

Basic data Payment Details Tax Notes

Customer 998061005 Sp.G/L

Invoice date 04/02/2003

Posting date 04/02/2003

Reference

Cross-CC no.

Amount 25.00 USD ☐ Calculate tax

Customer

Address

Dept. of Co

6th Street

LITTLE RO

USA

Bank acct

Not available

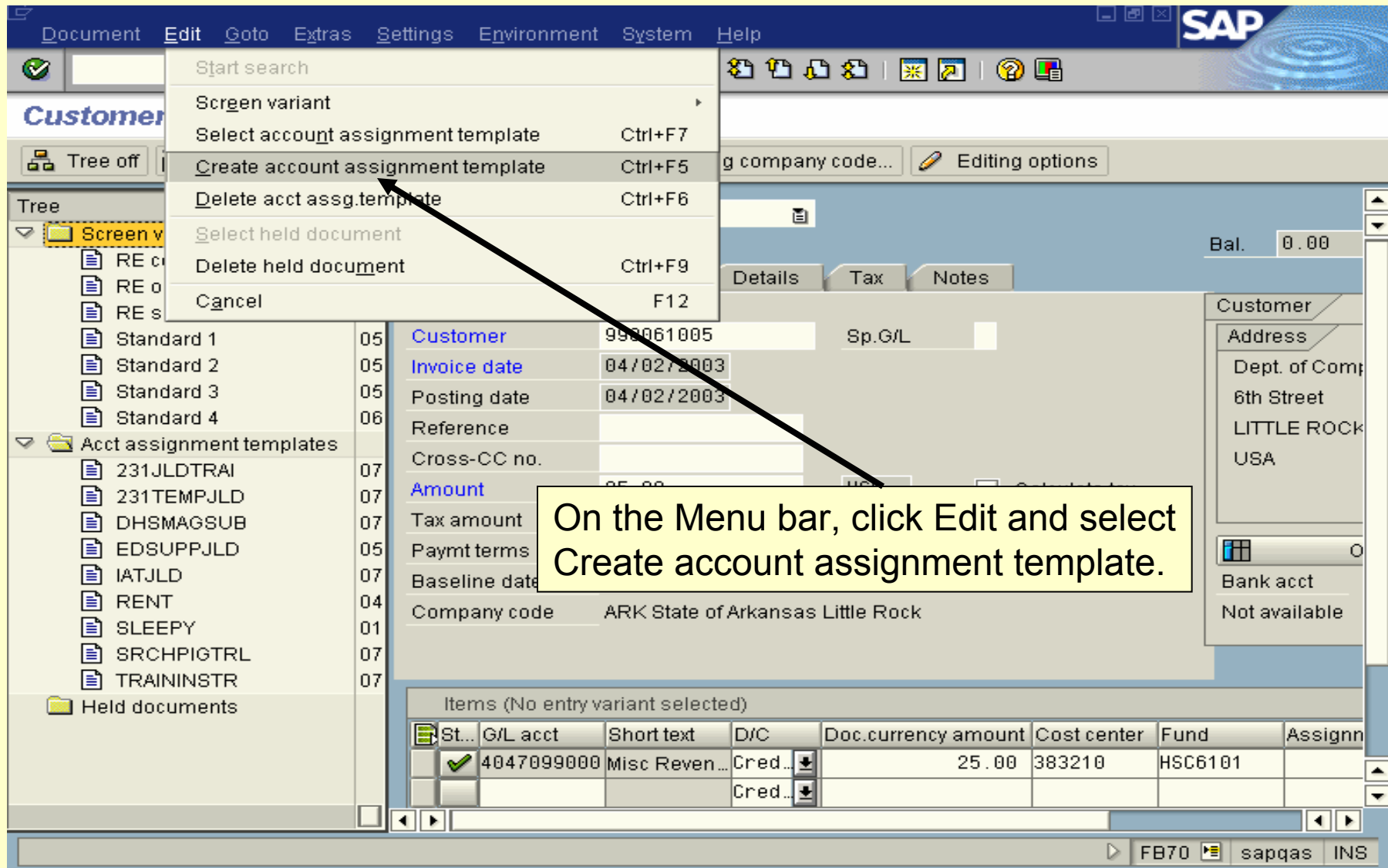
Items (No entry variant selected)

St...	G/L acct	Short text	D/C	Doc.currency amount	Cost center	Fund	Assignn
✓	4047099000	Misc Reven...	Cred...	25.00	383210	HSC6101	

FB70 sapqas INS

Display of existing account assignment templates will appear.





The screenshot shows the SAP ARIP interface. The 'Edit' menu is open, and the 'Create account assignment template' option is highlighted. A callout box points to this option with the text: "On the Menu bar, click Edit and select Create account assignment template."

The interface includes a menu bar (Document, Edit, Goto, Extras, Settings, Environment, System, Help), a toolbar, and a main window divided into several sections:

- Tree:** A sidebar on the left showing a hierarchy of documents. Under 'Screen v', there are 'Standard 1' through 'Standard 4'. Under 'Acct assignment templates', there are various templates like '231JLDTRAI', '231TEMPJLD', 'DHSMAGSUB', 'EDSUPPJLD', 'IATJLD', 'RENT', 'SLEEPY', 'SRCHPIGTRL', and 'TRAININSTR'. There is also a 'Held documents' folder.
- Customer:** A section on the right showing customer details. The 'Address' tab is active, displaying 'Dept. of Comp', '6th Street', 'LITTLE ROCK', and 'USA'. The 'Bank acct' tab shows 'Not available'.
- Details:** A section in the center showing invoice details. The 'Invoice date' is '04/02/2003', 'Posting date' is '04/02/2003', and 'Company code' is 'ARK State of Arkansas Little Rock'.
- Items:** A table at the bottom showing invoice items. The first item is '4047099000' with a 'Misc Reven...' description, a 'Cred...' status, and a 'Doc. currency amount' of '25.00'.

Document Edit Goto Extras Settings Environment System Help

**Customer invoice Enter**

Tree off Park Hold... Simulate Change leading company code... Editing options

Tree

- Screen variants
  - RE contracts 05
  - RE objects 05
  - RE settlement 05
  - Standard 1 05
  - Standard 2 05
  - Standard 3 05
  - Standard 4 06
- Acct assignment templates
  - 231.IL DTRAI 07

Transactn Invoice

Basic data Payment Details Tax Notes

Customer 998061005 Sp.G/L

Invoice date 04/02/2003

Posting date 04/02/2003

Reference

Cross-CC no.

USD Calculate tax

Customer Address

Dept. of Comp

6th Street

LITTLE ROCK

USA

Act asst temp. Rent

Continue Cancel

Type in a name for the Act. asst temp. Choose a name that is relevant to the process and is easy to locate again. Click Continue.

4047099000 Misc Reven... Cred... 25.00 383210 HSC6101

FB70 sapqas INS

Document Edit Goto Extras Settings Environment System Help

Customer invoice Enter

Tree off Park Hold... Simulate Click to post invoice. Editing options

Tree

- Screen variants
  - RE contracts 05
  - RE objects 05
  - RE settlement 05
  - Standard 1 05
  - Standard 2 05
  - Standard 3 05
  - Standard 4 06
- Acct assignment templates
  - 231JLDTRAI 07
  - 231TEMPJLD 07
  - DHSMAGSUB 07
  - EDSUPPJLD 05
  - IATJLD 07
  - RENT 04
  - SLEEPY 01
  - SRCHPIGTRL 07
  - TRAININSTR 07
- Held documents

Transactn Invoice

Basic data Payment Details Tax Notes

Customer 998061005 Sp.G/L

Invoice date 04/02/2003

Posting date 04/02/2003

Reference

Cross-CC no.

Amount 25.00 USD Calculate tax

Tax amount

Paymt terms 30 Days net

Baseline date 04/02/2003

Company code ARK State of Arkansas Little Rock

Customer

Address

Dept. of Comp

6th Street

LITTLE ROCK

USA

Bank acct

Not available

Items (No entry variant selected)

St...	G/L acct	Short text	D/C	Doc.currency amount	Cost center	Fund	Assignn
✓	4047099000	Misc Reven...	Cred...	25.00	383210	HSC6101	
			Cred...				

The template has been saved and appears on the tree.

FB70 sapqas INS



# CUSTOMER INVOICE ENTER – FB70

The following example is **using** the account assignment template.

An account assignment model will retain the G/L line information. The customer header data will have to be entered each time.

Document Edit Goto Extras Settings Environment System Help

Customer invoice Enter

Tree off Park Hold... Simulate Change leading company code... Editing options

Tree

- Screen variants
  - RE contracts 05/
  - RE objects 05/
  - RE settlement 05/
  - Standard 1 05/
  - Standard 2 05/
  - Standard 3 05/
  - Standard 4 06/
- Acct assignment templates
  - 231JLDTRAI 07/
  - 231TEMPJLD 07/
  - DHSMAGSUB 07/
  - EDSUPPJLD 05/
  - IATJLD 07/
  - RENT 04/
  - SLEEPY 01/
  - SRCHPIGTRL 07/
  - TRAINISTR 07/
- Held documents

Transactn Invoice

Basic data Payment Details Tax Notes

Customer 998061019 Sp.G/L

Invoice date 04/02/2003

Posting date 04/02/2003

Reference

Cross-CC no.

Amount USD

Tax amount

Text

Company code ARK State of Arkansas Little Rock

Enter in Customer and Invoice date. Enter or click Details tab.

Items (No entry variant selected)

St...	G/L acct	Short text	D/C	Doc.currency amount	Cost center	Fund	Assign
			Cred...				
			Cred...				

FB70 sapqas INS

Document Edit Goto Extras Settings Environment System Help

Customer invoice Enter

Tree off Park Hold... Simulate Change leading company code... Editing options

Tree

- Screen variants
  - RE contracts 05
  - RE objects 05
  - RE settlement 05
  - Standard 1 05
  - Standard 2 05
  - Standard 3 05
  - Standard 4 06
- Acct assignment templates
  - 231JLDTRAI 07
  - 231TEMPJLD 07
  - DHSMAGSUB 07
  - EDSUPPJLD 05
  - IATJLD 07
  - RENT 04
  - SLEEPY 01
  - SRCHPIGTRL 07
  - TRAINISTR 07
- Held documents

Transactn Invoice

Basic data Payment Details Tax Notes

Assign. G/L account 1140001000

HeadText

Bus. area 0610

Ref.key 1

Ref.key 2

RefKey 3

Plg level

Dunn.area Default dunnin Dunn.key Dunn.block

Plan. day

Customer

Address

Dept. of Law E

791 Unmarke

LITTLE ROCK

USA

Bank acct

Not available

Enter Bus. area. Select Payment tab.

Items (No entry variant selected)

St...	G/L acct	Short text	D/C	Doc.currency amount	Cost center	Fund	Assignn
			Cred...				
			Cred...				

FB70 sapqas INS

Document Edit Goto Extras Settings Environment System Help

**Customer invoice Enter**

Tree off Park Hold... Simulate Change leading company code... Editing options

Tree

- Screen variants
  - RE contracts 05
  - RE objects 05
  - RE settlement 05
  - Standard 1 05
  - Standard 2 05
  - Standard 3 05
  - Standard 4 06
- Acct assignment templates
  - 231JLDTRAI 07
  - 231TEMPJLD 07
  - DHSMAGSUB 07
  - EDSUPPJLD 05
  - IATJLD 07
  - RENT 04
  - SLEEPY 01
  - SRCHPIGTRL 07
  - TRAINISTR 07
- Held documents

Transactn Invoice

Basic data Payment Details Tax Notes

Blinc date 04/02/2003 Pmnt terms NT30 30 Days

Discount

Disc.base

Amt to be calculated

Pmnt meth. Pmnt meth.sup. Pmnt block Free for payment

Inv.ref.

Part. bank House bank

Reason cde 005

Customer

Address

Dept. of Law E

791 Unmarke

LITTLE ROCK

USA

Bank acct

Not available

Enter Reason cde.  
Click Basic data tab.

Items (No entry variant selected)

St...	G/L acct	Short text	D/C	Doc.currency amount	Cost center	Fund	Assignn
			Cred...				
			Cred...				

FB70 sapqas INS

Document Edit Goto Extras Settings Environment System Help

Customer invoice Enter

Tree off Park Hold... Simulate Change leading company code... Editing options

Tree

- Screen variants
  - RE contracts 05/
  - RE objects 05/
  - RE settlement 05/
  - Standard 1 05/
  - Standard 2 05/
  - Standard 3 05/
  - Standard 4 06/
- Acct assignment templates
  - 231JLDTRAI 07/
  - 231TEMPJLD 07/
  - DHSMAGSUB 07/
  - EDSUPPJLD 05/
  - IATJLD 07/
  - RENT 04/
  - SLEEPY 01/
  - SRCHPIGTRL 07/
  - TRAINISTR 07/
- Held documents

Transactn Invoice

Basic data Payment Details Tax Notes

Customer 998061019 Sp.G/L

Invoice date 04/02/2003

Posting date 04/02/2003

Reference

Cross-CC no.

Amount USD ☐ Calculate tax

Tax amount

Paymt terms 30 Days net

Baseline date 04/02/2003

Company code ARK State of Arkansas Little Rock

Customer

Address

Dept. of Law  
791 Unmark  
LITTLE ROCK  
USA

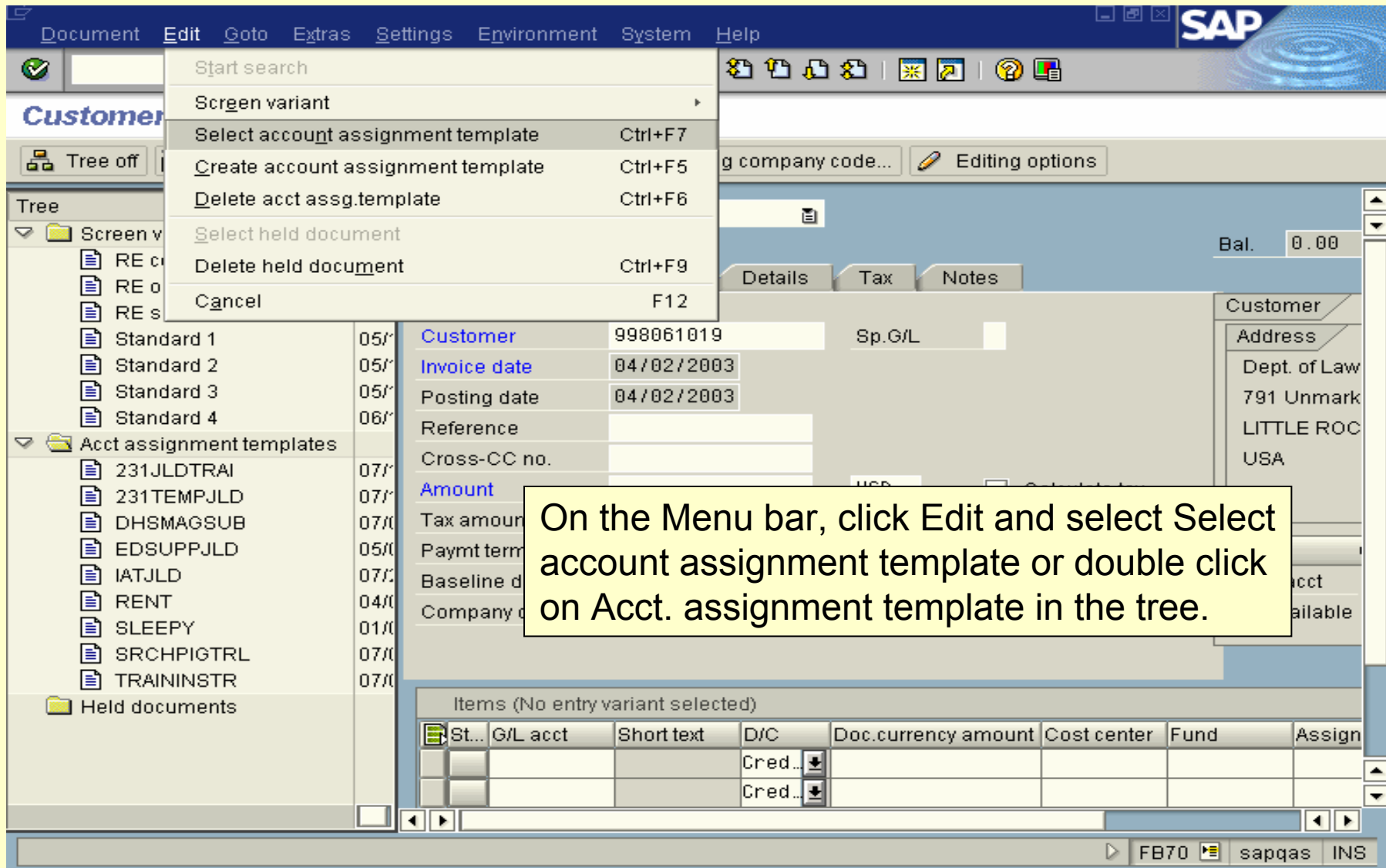
Bank acct  
Not available

Items (No entry variant selected)

St...	G/L acct	Short text	D/C	Doc.currency amount	Cost center	Fund	Assign
			Cred...				
			Cred...				

FB70 sapqas INS





The screenshot displays the SAP ARIP (Accounts Receivable Invoice Processing) interface. The 'Edit' menu is open, showing options such as 'Start search', 'Screen variant', 'Select account assignment template' (Ctrl+F7), 'Create account assignment template' (Ctrl+F5), 'Delete acct assg.template' (Ctrl+F6), 'Select held document', 'Delete held document' (Ctrl+F9), and 'Cancel' (F12). The 'Tree' pane on the left shows the 'Acct assignment templates' folder expanded, listing various templates like '231JLDTRAI', '231TEMPJLD', 'DHSMAGSUB', 'EDSUPPJLD', 'IATJLD', 'RENT', 'SLEEPY', 'SRCHPIGTRL', and 'TRAINISTR'. The main area shows the 'Customer' data entry screen with fields for 'Customer' (998061019), 'Invoice date' (04/02/2003), 'Posting date' (04/02/2003), and 'Reference'. A text box overlay provides instructions: 'On the Menu bar, click Edit and select Select account assignment template or double click on Acct. assignment template in the tree.' The bottom of the screen shows the 'Items' table with columns for 'St...', 'G/L acct', 'Short text', 'D/C', 'Doc.currency amount', 'Cost center', 'Fund', and 'Assign'.

Document Edit Goto Extras Settings Environment System Help

Customer

Tree off

Tree

Screen v

RE c

RE o

RE s

Standard 1

Standard 2

Standard 3

Standard 4

Acct assignment templates

231JLDTRAI

231TEMPJLD

DHSMAGSUB

EDSUPPJLD

IATJLD

RENT

SLEEPY

SRCHPIGTRL

TRAINISTR

Held documents

05/

05/

05/

06/

07/

07/

07/

05/

07/

04/

01/

07/

07/

Customer

998061019

Sp.G/L

Invoice date

04/02/2003

Posting date

04/02/2003

Reference

Cross-CC no.

Amount

Tax amount

Paymt term

Baseline d

Company c

g company code...

Editing options

Bal. 0.00

Details Tax Notes

Customer

Address

Dept. of Law

791 Unmark

LITTLE ROC

USA

On the Menu bar, click Edit and select Select account assignment template or double click on Acct. assignment template in the tree.

Items (No entry variant selected)

St...	G/L acct	Short text	D/C	Doc.currency amount	Cost center	Fund	Assign
			Cred...				
			Cred...				

FB70 sapqas INS

Document Edit Goto Extras Settings Environment System Help

**Customer invoice Enter**

Tree off Park Hold... Simulate Change leading company code... Editing options

Tree

- Screen variants
  - RE contracts 05/
  - RE objects 05/
  - RE settlement 05/
  - Standard 1 05/
  - Standard 2 05/
  - Standard 3 05/
  - Standard 4 06/
- Acct assignment templates
  - 231.IL DTRAI 07/

Transactn Invoice

Basic data Payment Details Tax Notes

Customer 998061019 Sp.G/L

Invoice date 04/02/2003

Posting date 04/02/2003

Reference

Cross-CC no.

USD Calculate tax

Days net

/02/2003

K State of Arkansas L

Customer

Address

Dept. of Law

791 Unmark

LITTLE ROC

USA

Act asst temp. Rent

Continue Cancel

Type in the name of the Act asst temp, click Continue.

port text D/C Doc.currency amount Cost center Fund Assign

Cred... Cred...

FB70 sapqas INS

Document Edit Goto Extras Settings Environment System Help

Customer invoice Enter

Tree off Park Hold... Simulate Change posting company code... Editing options

Tree

- Screen variants
  - RE contracts 05/
  - RE objects 05/
  - RE settlement 05/
  - Standard 1 05/
  - Standard 2 05/
  - Standard 3 05/
  - Standard 4 06/
- Acct assignment templates
  - 231JLDTRAI 07/
  - 231TEMPJLD 07/
  - DHSMAGSUB 07/
  - EDSUPPJLD 05/
  - IATJLD 07/
  - RENT 04/
  - SLEEPY 01/
  - SRCHPIGTRL 07/
  - TRAINISTR 07/
- Held documents

Transactn Invoice

Basic data Payment Details Tax Notes

Customer 998061019 Sp.G/L

Invoice date 04/02/2003

Posting date 04/02/2003

Reference

Cross-CC no.

Amount 25.00 USD Calculate tax

Tax amount

Paymt terms 30 Days net

Baseline date 04/02/2003

Company code ARK State of Arkansas Little Rock

Customer

Address

Dept. of Law  
791 Unmark  
LITTLE ROCK  
USA

Bank acct  
Not available

Items (40 entry variant selected)

St...	G/L acct	Short text	D/C	Doc.currency amount	Cost center	Fund	Assign
✓	4047099000	Misc Reven...	Cred...	25.00	383210	HSC6101	
			Cred...				

FB70 sapqas INS

Click to post.

All of the G/L information defaulted to current invoice.



# **CUSTOMER CREDIT MEMO – FB75**

This transaction is used to reduce the amount of the original invoice.

Document Edit Goto Extras Settings Environment System Help

Customer credit memo Enter

Tree on Park Hold... Simulate Change leading company code... Editing options

Transactn Credit memo Bal. 0.00

Basic data Payment Details Tax Notes

Customer 998061005 Sp.G/L

Document date 03/28/2003

Posting date 03/28/2003

Reference

Cross-CC no.

Amount 50.00 USD ☐ Calculate tax

Tax amount

Text

Company code ARK State of Arkansas Little Rock

Items (No entry variant selected)

St...	G/L acct	Short text	D/C	Doc.currency amount	Cost center	Fund	Assignment no.	Text
			Debit					
			Debit					

FB75 sapqas INS

Enter Customer, Document date and Amount. Press enter or click Details tab.

Document Edit Goto Extras Settings Environment System Help

Customer credit memo Enter

Tree on Park Hold... Simulate Change leading company code... Editing options

Transactn Credit memo

Basic data Payment Details Tax Notes

Assign. G/L account 1140001000

HeadText

Bus. area 0610

Ref.key 1

Ref.key 2

RefKey 3

Plg level

Dunn.area Default dunnin

Tr.part.BA

CreditArea

Customer

Address

Dept. of Computer Systems

6th Street

LITTLE ROCK 72201

USA

Ols

Bank acct

Not available

Enter Bus. area, select Payment tab.

Items (No entry variant selected)

St...	G/L acct	Short text	D/C	Doc.currency amount	Cost center	Fund	Assignment no.	Text
			Debit					
			Debit					

FB75 sapqas INS

Document Edit Goto Extras Settings Environment System Help

Customer credit memo Enter

Tree on Park Hold... Simulate Change leading company code... Editing options

Transactn Credit memo

Bal. 50.00-

Basic data Payment Details Tax Notes

Bline date 03/28/2003 Pmnt terms Days  
Discount Days  
Disc.base Days net  
Amt to be calculated  
Pmnt meth. Pmnt meth.sup. Pmnt block Free for payment  
Inv.ref. 18001131 House bank  
Reason cde 001

Customer  
Address  
Dept. of Computer Systems  
6th Street  
LITTLE ROCK 72201  
USA

Enter the original invoice document number and Reason cde. Press enter.

Items (No entry variant selected)

St...	G/L acct	Short text	D/C	Doc.currency amount	Cost center	Fund	Assignment no.	Text
			Debit					
			Debit					

FB75 sapqas INS

Document Edit Goto Extras Settings Environment System Help

Customer credit memo Enter

Tree on Park Hold... Simulate Change leading company code... Editing options

Transactn Credit memo

Bal. 50.00-

Basic data Payment Details Tax Notes

Blinc date 03/06/2003 Pmnt terms NT30 30 Days

Discount Days

Disc.base Days net

Amt to be calculated

Pmnt meth. Pmnt meth.sup. Pmnt block Free for payment

Inv.ref. 18001131 2003 1

House bank

Reason cde 001

Customer

Address

Dept. of Computer Systems

6th Street

LITTLE ROCK 72201

USA

Ois

Bank acct

Not available

Warning message will appear, press enter.

Items (No entry variant selected)

St...	G/L acct	Short text	D/C	Doc.currency amount	Cost center	Fund	Assignment no.	Text
			Debit					
			Debit					

Data was copied

FB75 sapqas INS



Document Edit Goto Extras Settings Environment System Help

Customer credit memo Enter

Tree on Park Hold... Simulate Change leading company code... Editing options

Transactn Credit memo

Bal. 50.00-

Basic data Payment Details Tax Notes

Bline date 03/06/2003 Pmnt terms NT30 30 Days  
Discount Days  
Disc.base Days net  
Amt to be calculated  
Pmnt meth. Pmnt meth.sup. Pmnt block Free for payment  
Inv.ref. 18001131 2003 1 House bank  
Reason cde 001

Customer  
Address  
Dept. of Computer Systems  
6th Street  
LITTLE ROCK 72201  
USA

Ois

Enter G/L acct, amount and Cost Center and Tax code, if applicable.  
Press enter.

Items (No entry variant selected)

St...	G/L acct	Short text	D/C	Doc.currency amount	Cost center	Fund	Assignment no.	Text
	4047099000		Debit	50.00	383211			
			Debit					

FB75 sapqas INS

Document Edit Goto Extras Settings Environment System Help

Customer credit memo Enter

Tree on Park Hold... **Simulate** Change leading company code... Editing options

Basic data Payment Details Tax Notes

Blind date 03/06/2003 Pmnt terms NT30 30 Days

Discount Disc.base

Amt to be calculated

Pmnt meth. Pmnt meth.sup. Pmnt block Free for payment

Inv.ref. 18001131 2003 1

House bank

Reason cde 001

Customer Address  
Dept. of Computer Systems  
h Street  
LITTLE ROCK 72201  
USA

Ols

Bank acct  
Not available

Items (No entry variant selected)

St...	G/L acct	Short text	D/C	Doc.currency amount	Cost center	Fund	Assignment no.	Text
✓	4047099000	Misc Reven...	Debit	50.00	383211	HSC6101		
			Debit					
			Debit					

FB75 sapqas INS

Click to simulate posting.

Document overview Edit Goto Settings System Help

Document Overview

Reset Taxes Park Complete Choose Save

Doc.type : DG ( Customer credit memo ) Normal

Doc. number      Company code      ARK      Fiscal year      2003

Doc. date      03/28/2003      Posting date      03/28/2003      Period      09

Doc. currency      USD

Review, click to post.

Itm	PK	Account	Account short text	BA	Fund	Amount	Cost ctr	Text
1	11	998061005	Dept. of Computer S	0610		50.00-		Agency Accounts Receivable
2	40	4047099000	Misc Revenue	0610	HSC6101	50.00	383211	

FB75 sapqas INS

SAP

Document Edit Goto Extras Settings Environment System Help

Customer credit memo Enter

Tree on Park Hold... Simulate Change leading company code... Editing options

Transactn Credit memo

Bal. 0.00

Basic data Payment Details Tax Notes

Customer Sp.G/L

Document date

Posting date 03/28/2003

Reference

Cross-CC no.

Amount USD ☐ Calculate tax

Tax amount

Text

Company code ARK State of Arkansas Little Rock

Document posted.

Items (No entry variant selected)

St...	G/L acct	Short text	D/C	Doc.currency amount	Cost center	Fund	Assignment no.	Text
			Debit					
			Debit					

Document 16000012 was posted in company code ARK

FB75 sapqas INS



# RECURRING ENTRIES

Recurring accounts receivable entries are business transactions that are repeated regularly with the exact same posting information. Recurring entries can be defined for G/L accounts, customers, or vendors. The following data remains unchanged in recurring entries, unless subsequent changes are required:

- Posting keys

- Account

- Line item amounts



# ENTER RECURRING ENTRY – FBD1

This transaction is used to enter recurring data into a recurring posting document. The recurring entry posting program uses this document as a basis for creating accounting documents. Via the recurring posting document you specify exactly when the system should carry out a posting using the data contained in it.

Document Edit Goto Extras Settings Environment System Help

SAP

### Enter Recurring Entry: Header Data

G/L item fast entry Post with reference

Company code ARK

Recurring entry run

First run on 050103  
Last run on 040104  
Interval in months 01  
Run date  
Run schedule

☐ Transfer amounts in local currency  
☐ Transfer tax amounts in local currency

☒ Copy texts

Document header information

Document type DR  
Reference Recurring entry  
Document header text Test 02  
Trading part.BA

Currency/rate USD  
Translation dte 04/15/2003

First line item

PstKy 01 Account 998061012 .G/L Trans.type

FBD1 sapgas INS

Upon completion of fields, press enter.



Document Edit Goto Extras Settings Environment System Help

SAP

### Enter Recurring Entry: Add Customer item

More data Act assignmt model... G/L item fast entry Tax amounts

Customer 998061012 Dept. of Basic Education G/L acc 1140001000  
Company code ARK 701 9th Street  
State of Arkansas SOUTH SIDE

Item 1 / Invoice / 01

Amount 500.00 USD  
Tax amount  
☐ Calculate tax Tax code  
Bus. area 0610 Dunning area  
Payt terms NT30 Days/percent 30 / /  
Bline date 04/18/2003 Disc. amount  
Disc. base Invoice ref. / /  
Pmnt block Pmnt method Pmnt meth.supl.  
Payment ref.  
Assignment  
Text Long text

Next line item

PstKy 50 Account 40480005000 G/L

FBD1 sapqas INS

Upon completion of fields, press enter.



Document Edit Goto Extras Settings Environment System Help

SAP

**Enter Recurring Entry: Add G/L account item**

More data Act assignmt model... G/L item fast entry Tax amounts

G/L account 4048005000 Equipment Rent  
Company code ARK State of Arkansas

Item 2 / Credit entry / 50

Amount 500.00 USD  
Tax code  
Jurisdict. code 0411903201  
Cost center 383211  
Fund  
WBS element  
Trading part.BA  
Assignment  
Text Monthly rental for office furniture Long text

W/o cash d  
Business area  
Order  
TP Fund

More

Next line item  
PstKy Account Sp.G/L

FBD1 sapqas INS

Upon completion of fields, press enter.

Document Edit Goto Extras Settings Environment System Help

Enter Recurring Entry: Correct G/L account item

More data Act assignmt model... G/L item fast entry Tax amounts

G/L account 4048005000 Equipment Rent  
Company code ARK State of Arkansas

Item 2 / Credit entry / 50

Amount 500.00 USD  
Tax code  
Jurisdict. code  
Cost center 383211  
Fund HSC6101  
WBS element  
Trading part.BA  
Assignment  
Text Monthly rental for office furniture

☐ W/o cash disc.  
Business area 0610  
Order  
TP Fund

More

Long text

Next line item  
PstKy Account Sp.G/L

FBD1 sapqas INS

Click the overview icon.



Document Edit Goto Extras Settings Environment System Help

SAP

Enter Recurring Entry: Display Overview

Display currency Act assignmt model... G/L item fast entry Taxes

Document date 04/15/2003 Type DR Company code  
Posting date 04/15/2003 Period 10 Currency USD  
Document number INTERNAL Fiscal year 2003 Translation dte 04/15/2003  
Reference RECURRING ENTRY  
Doc.header text Test 02 Trading part.BA

Items in document currency

PK	BusA	Acct	USD	Amount	Tax amnt
001	01	0610 0998061012 Dept. of Basic Educ		500.00	**
002	50	0610 4048005000 Equipment Rent		500.00-	

D 500.00 C 500.00 0.00 \* 2 Line items

Other line item

PstKy I count Sp.G/L Trans.type

FBD1 sapgas INS

Click to save.

Document Edit Goto Extras Settings Environment System Help

Enter Recurring Entry: Header Data

G/L item fast entry Post with reference

Company code ARK

Recurring entry run

First run on ☒

Last run on ☒

Interval in months

Run date

Run schedule

☐ Transfer amounts in local currency ☐ Copy texts

☐ Transfer tax amounts in local currency

Document header information

Document type ☒ Currency/rate USD

Reference Translation dte 04/15/2003

Document header text

Trading part.BA

First line item

PstKy Account Sp.G/L Trans.type

Document 9100000002 was stored in company code ARK

FBD1 sapqas INS

Document number will be displayed.



# CHANGE RECURRING DOCUMENT – FBD2

This transaction is used to make changes to a recurring document.

SAP

Document Edit Goto View System Help

Change Recurring Document: Initial Screen

List First item Editing options

Keys for Financial Accounting

Document number	9100000002
Company code	ARK
Fiscal year	2003

Enter previously created document number, Company code and Fiscal year. Press enter.

FBD2 sapqas INS

SAP

Document Edit Goto Settings Extras Environment System Help

Document Overview

Doc.type : DR ( Customer invoice ) Recurring entry document

Doc. number 9100000002 Company code ARK Fiscal year 2003

Doc. date 04/15/2003 Posting date 04/15/2003 Period 10

Ref.doc. RECURRING ENTRY

Doc.currency USD

Doc.head.text Test 02

Item	PK	Account	Account short text	BA	Fund	Amount	Cost ctr	Text
1	01	998061012	Dept. of Basic Educ	0610		500.00		
2	50	4048005000	Equipment Rent	0610	HSC6101	500.00-	383211	Monthly rental for office furnitur

Double click on either line item to change the text information.

FBD2 sapqas INS

Document Edit Goto Extras Environment System Help

**Change Document: Line Item 002**

More data + Next item + Previous item

G/L account 4048005000 Equipment Rent  
Company code ARK State of Arkansas

Line Item 2 / Credit entry / 50  
Amount 500.00 USD  
Tax code  
Jurisdict. code

Additional account assignments  
Cost center 383211 Business area 0610  
Fund HSC6101 Order  
WBS element TP Fund  
Trading part.BA  
Assignment  
Text Monthly rental for office furniture Long text

Make desired changes.

FBD2 sapqas INS

Click to change header information.

Make desired changes.



Document Edit Goto Extras Environment System Help

Change Document: Line Item 002

More data + Next item + Previous item

G/L account Company code Line Item 2 / Cr Amount Tax code Jurisdict. code Additional acco Cost center Fund WBS element Trading part.BA Assignment Text

Document Header: ARK Company Code

Document type DR Customer invoice

Doc.header text Test 02

Lot no.

Reference RECURRING ENTRY Document date 04/ Posting date 04/15/2003 Posting period 10 / 2003

Currency USD

Ref. procedure BKPF Accounting document

Reference key 9100000002ARK 2003 Log.System D6B510PCC

Entered by DCBOLANOS Transaction FBD1

Entry date 04/15/2003 Time of entry 09:50:28

Changed on Last update

Parked by

Doc.status D Recurring entry document

Card type

Card no.

Make desired changes, press enter or click the green check.

✓ ✗

FBD2 sapqas INS



Document Edit Goto Extras Environment System Help

Change Document: Line Item 002

More data + Next item + Previous item

G/L account 4048005000 Equipment Rent  
Company code ARK State of Arkansas

Line Item 2 / Credit entry / 50

Amount 500.00 USD  
Tax code  
Jurisdict. code

Additional account assignments

Cost center 383211 Business area 0610  
Fund HSC6101 Order  
WBS element TP Fund  
Trading part.BA More  
Assignment  
Text Monthly rental for office furniture Long text

FBD2 sapqas INS

Click to save changes.

Document Edit Goto Settings Extras Environment System Help

Document Overview

Doc.type : DR ( Customer invoice ) Recurring entry document

Doc. number 9100000002 Company code ARK Fiscal year 2003  
 Doc. date 04/15/2003 Posting date 04/15/2003 Period 10  
 Ref.doc. RECURRING ENTRY  
 Doc.currency USD  
 Doc.head.text Test 02

Item	PK	Account	Account short text	BA	Fund	Amount	Cost ctr	Text
1	01	998061012	Dept. of Basic Educ	0610		500.00		
2	50	4048005000	Equipment Rent	0610	HSC6101	500.00-	383211	Monthly rental office furniture

Changes saved.

Changes have been saved

FBD2 sapqas INS



# RECURRING DOCUMENT TRANSACTIONS

The following are additional transactions for recurring documents:

FBD3 – Display Recurring Document – allows you to display recurring documents.

FBD4 – Recurring Document Changes – allows you to view any changes made to recurring documents.



# RECURRING ENTRY DOCUMENTS – F.15

This transaction allows you find recurring documents.

Program Edit Goto System Help

SAP

### Recurring Entry Documents

Company code to  
Document number to  
Fiscal year to

General selections  
Posting date to  
Reference number to

Technical settings  
☐ Read items sequentially

Further selections  
CPU date to  
Entered by to  
Start date to  
End date to  
Run schedule to  
Deletion indicator to  
☒ Non-filled documents  
☐ Documents from next run  
Calculation period  
☒ Customer accounts  
Customer account to  
☐ Customer address output  
☒ Vendor accounts  
Vendor account to  
☐ Vendor address output  
☒ Display G/L accounts

Execute.

F.15 sapqas INS



List Edit Goto System Help

SAP

### Recurring Entry Documents

State of Arkansas      Recurring Entry Documents      Time 10:25:53      Date 04/15/2003  
 Little Rock      RFDAUB00/DCBOLANOS Page 1

CC	DT	Podte	Doc.no.	Start	End	Fr.RD	Sche.N.run.	Del.Dsp	Tx	Ref.doc.number	Doc.header text	Entered by	On
Line item	Pol.key	SR	G/L	AT	Acct	TID	Tax in LC	Amount in LC	Curr	Amount in FC	Curr.		
ARK	KR	051302	9100000000	060102	043003	1	1	060102	0	X	MONTHLY ELECTRIC	JLDEBUSK	051302
001		31	X	K	100000041		**	500.00-	USD				
					Pmnt ID W		Pmnt cond NT15						
002		40		S	5040001000		P1	500.00	USD				
					Add.acct assignment:								
					Cost center 420136		Plant						
ARK	DR	041503	9100000001	050103	040104	1	1	050103	0		DONNA'S TEST	Test recurring entries	DCBOLANOS
001		01	X	D	998061005		**	1,000.00	USD				
					Pmnt ID		Pmnt cond NT30			Dunn.ID			
002		50		S	4048005000			1,000.00-	USD				
					Text: Monthly rental for office furniture								
					Add.acct assignment:								
					Cost center 383211		Plant						
ARK	DR	041503	9100000002	050103	040104	1	1	050103	0		RECURRING ENTRY	Test 02	DCBOLANOS
001		01	X	D	998061012		**	500.00	USD				
					Pmnt ID		Pmnt cond NT30			Dunn.ID			
002		50		S	4048005000			500.00-	USD				
					Text: Monthly rental office furniture								
					Add.acct assignment:								
					Cost center 383211		Plant						

3 documents were selected for company code ARK

Training Client      Recurring Entry Documents      Time 10:25:53      Date 04/15/2003  
 Little Rock      RFDAUB00/DCBOLANOS Page 2

F.15      sapqas      INS